

# Vacancy Announcement



U.S. Embassy Iraq

<b>NUMBER: 09-47</b>	<b>SUBJECT:</b> <b>Legal Specialist (Erbil)</b> <b>LES-11</b>	<b>DATE: 12-08-2009</b>
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## **Title Revised**

**Candidates who have already applied for  
VA no. 09-47 Legal Advisor need not reapply.**

TO: All Interested Candidates

FROM: Human Resources Office

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**OPENING DATE:** December 9, 2009

**CLOSING DATE:** December 23, 2009

**WORK HOURS:** Full time; 40 hours/week

**BASIC SALARY:** 36,177 U.S. dollars per year for a full time LES-11.

**POSITION:** The U.S. Embassy is seeking an individual to fill the position of **Legal Specialist**. The location of work will be in Erbil.

**OPEN TO:** All Interested Candidates

## **BASIC FUNCTION OF THE POSITION:**

As a recognized expert, the incumbent advises the high level Embassy or associated agency officials on matters requiring an interpretation of Iraqi country local, regional, or national laws. This includes advising American officers at the U.S. Embassy northern regional office on a variety of sensitive regional & national legal & constitutional issues and related matters in all three Kurdish provinces; explaining U.S. bilateral foreign policies to host government officials and political leaders. Position's duties also include providing research, reporting, advisory, and related services of broad scope, complexity, and sensitivity in the field of legal & legislative reporting. The incumbent is responsible for obtaining information from a variety of published and unpublished sources and preparing factual and analytical reports dealing with significant political developments, including foreign policy, defense, domestic political policy and related subjects. May in addition, be in immediate charge of a team of local lawyers.

**QUALIFICATIONS REQUIRED:** Each applicant must address each selection criterion detailed below specifically and comprehensively, in addition to submitting a CV/résumé or an OF-612 form.

1. **Education:** A Master Degree in Law or host country equivalent of four years of post graduate degree in legal sciences, international/comparative law or other closely related fields is required.
2. **Prior Work Experience:** Incumbent must have from 6 to 8 years of progressively responsible experience in political research and analysis, newspaper reporting on political matters, university teaching, NGO work experience, translation, or closely related field.
3. **Language Proficiency:** Level III English, Level IV Arabic and Kurdish (speaking/reading) are required.

(Candidates will be tested on their language and computer skills).

4. **Knowledge:** Incumbent must have a thorough knowledge of national, as well as regional political, economic, social, and legal structure, institutions, political parties, historical development, and key rule of law figures. The job holder must have a sound grasp of U.S. foreign policy objectives vis-a-vis Iraq. Must have a thorough understanding of internal legal reporting requirements and procedures. Must have a good knowledge of the United States political, economical, and social structure.
5. **Abilities and Skills:** The incumbent must have the ability to develop and maintain an extensive range of high-level contacts within the region. Must have the ability to inter-relate developments in the political field to economic and social forces and factors at work in the RRT three provinces. Must be able to plan, organize, and execute complex research projects and to prepare precise and accurate factual and analytical reports. Job holder must be able to render advice with detachment and objectivity.

**SELECTION PROCESS:** When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/ conflict of interest, budget and visa status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Must be able to obtain and hold a security clearance certification.

- Under PSA-Plus guidelines, non-host country citizens (American and foreign nationals) must have a host country visa status, which will permit them to obtain work.

**TO APPLY:** Interested candidates for this position should submit the following:

State on the application that the position applied for is **Legal Specialist 09-47**.

- Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612.
- Documentation (copies of degrees earned, certificates, awards, etc.) that addresses the qualification required for the position as listed above.
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

**REQUEST AND SUBMIT APPLICATION TO:**

Human Resources Office,  
E-mail: [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov)

- \* **Preferred way of sending applications is electronically.**
- \* **Must attach certificates and documents to the CV/resume.**
- \* **Must mention position title and announcement number applied to.**
- \* **Attached pictures will be discarded**

**DEFINITIONS:**

**1. US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

**2. EFM:** An individual related to a US Government employee in one of the following ways:

- Spouse;

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**3. Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**4. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**Closing Date for this Position is  
December 23<sup>rd</sup>, 2009**

**The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department**

**of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

Approved: HRO/KDM

Cleared: MGT/JC

Drafted: HRA/AS